



Proposal Check List

Yakima Ave South Request for Proposals

This check list includes select items from the Combined Funders Application for Homeownership required for this proposal.

- 1. Introduction
- 2. Sponsor (and partnership if applicable) information
- 3. Project description
 - Include completed tab 3 of forms
- 4. Project Design
 - Site plan
 - Cross section of typical structure in relation to grade
 - Typical unit floor plan
 - Typical elevation drawing or image of proposed structure
- 5. Marketing, outreach and community engagement strategy
- 6. Stewardship Plan
 - Include template affordability restrictions (covenant, ground lease, purchase options, etc.)
- 7. Development Budget and Narrative
 - Include completed tab 6A of forms
 - Include completed tab 6B-1 of forms
 - Include completed tab 7 of forms
 - Include completed tab 6C-1 of forms
 - Include completed tab 6E of forms
 - Include completed tab(s) 8 of forms
- 8. Project Timeline
 - Include completed tab 5A of forms
 - Gantt chart of all concurrent projects
- 9. Development experience
 - Team description and qualifications
 - Include completed tab 9 of forms
 - Past/current projects description
- 10. Stewardship Experience
- 11. Financial Capacity
 - Three years of audited financial statements or equivalent documentation